

Performance Work Statement

1. Title: Gulf Coast Ecosystem Restoration Task Force Support

2. Work Assignment Manager (WAM):

Carolyn Scully

Detailed to: Gulf Coast Ecosystem Restoration Task Force

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3. Level of Effort: 1,510 Hours

- Task 1: 25 Hours
 - Task 1(A): 10 Hours
 - Task 1(B): 15 Hours
- Task 2: 1,485 Hours
 - Task 2(A): 585
 - Task 2(B): 600
 - Task 2(C): 300

4. Period of Performance: March 1, 2012 to February 28, 2013

5. Background: The Gulf Coast Ecosystem Restoration Task Force (Task Force) was charged with developing an ecosystem restoration strategy to effectively address the longstanding ecological decline in the Gulf of Mexico and to begin moving toward a more resilient Gulf Coast ecosystem. The Task Force is an inter-agency, inter-governmental advisory body that was established on October 5, 2010 through Executive Order 13554.

The driver for the Executive Order was an event the President termed "one of the worst environmental disasters in America's history," the Deepwater Horizon catastrophe in the Gulf of Mexico. This event, coupled with a series of complex issues, has contributed to the Gulf of Mexico's long-term ecological decline. In the Executive Order, President Obama directed the federal government to work with the states, local governments and tribes to help conserve and restore resilient and healthy ecosystems which support the surrounding regions' economies, communities and cultures.

The Task Force developed and released a preliminary Gulf of Mexico Regional Ecosystem Restoration Strategy on October 5, 2011; the final Strategy was delivered to President Obama on December 2, 2011. The delivery of the Strategy marked the beginning of an implementation phase for the Task Force. The Strategy identified goals and major actions for restoring the Gulf Coast, and

serves as the basis for restoration implementation actions. To further its mission, the Task Force is undertaking the development of an action plan to support the goals of the restoration strategy.

EPA's Administrator serves as chair of the Task Force. EPA's Office of Wetlands, Oceans and Watersheds (OWOW) shares responsibility for staffing and supporting the EPA water quality and restoration issues of the Task Force.

6. Purpose: The Task Force is directed to develop a restoration strategy that sets forth ecosystem restoration goals and performance measures to track progress on shared priorities. Section 4 of the Executive Order 13554 states:

- (a) Within 1 year of the date of this order, the Task Force shall prepare a Strategy that proposes a Gulf Coast ecosystem restoration agenda, including goals for ecosystem restoration, development of a set of performance indicators to track progress, and means of coordinating intergovernmental restoration efforts guided by shared priorities. In developing the Strategy, the Task Force shall:
 - (1) define ecosystem restoration goals and describe milestones for making progress toward attainment of those goals;
 - (2) consider existing research and ecosystem restoration planning efforts in the region, including initiatives undertaken by the National Ocean Council and the Mississippi River/Gulf of Mexico Watershed Nutrient Task Force (Gulf Hypoxia Task Force), in order to identify planning and restoration needs and ways under existing authorities to address those needs;
 - (3) identify major policy areas where coordinated intergovernmental action is necessary;
 - (4) propose new programs or actions to implement elements of the Strategy where existing authorities are not sufficient;
 - (5) identify monitoring, research, and scientific assessments needed to support decision making for ecosystem restoration efforts and evaluate existing monitoring programs and gaps in current data collection; and
 - (6) describe the circumstances under which termination of the Task Force would be appropriate.

7. Objectives: The objective of this Work Assignment is to provide technical support to EPA for the development and production of the Task Force's restoration implementation action plan and supporting documents. This includes, but is not limited to, implementation action plan documents and supplemental reports and documents for use by the Task Force, EPA HQ and Regions, other federal agencies, states, and the public about the strategy and its goals and the supporting implementation action plan. It also includes materials needed for briefings, hearings, public meetings, and listening sessions, which may include, but is not limited to, presentations, videos, fact sheets, brochures, and other supporting documents or materials.

The scope of technical support may include:

- Making available a wide range of technical expertise including, but not limited to:
 - document design and production;
 - implementation planning;

- performance measure and baseline analysis; and
 - economic analysis.
- Providing technical support, including, but not limited to:
 - preparing lay-out and design, including identifying, selecting, placing, and producing copy-right free graphics and images;
 - providing analysis in support of implementation and action plan efforts;
 - technical writing and technical/copy editing services; and
 - formatting for briefings, visual aids, and PowerPoint slide presentations.
- Drafting, revising, and finalizing documents, including, but not limited to:
 - strategy documents and supplemental reports;
 - action plan and supplement documents;
 - technical documentation;
 - briefing packages; and
 - formal presentations.
- Producing documents and supplemental reports in electronic formats suitable for:
 - printing by EPA's in-house print shop (i.e. print-ready files on DVD with all required supporting files);
 - posting to the Task Force's web site (i.e. pdf) publication; and
 - DVD copies formatted for distribution.

8. Description of Tasks:

Please note the schedule of deliverables listed below has been indicated by a due date or an estimated length of time. If during the period of performance of this work assignment any deliverable dates need to be changed, the WAM will amend the PWS through formal contracting procedures.

Task 1:

(A) Development of a Work Plan and Cost Proposal

The Contractor shall develop a work plan describing the necessary steps and estimated hours and costs to complete each of the tasks specified in this work assignment. The work plan shall also identify all of the key personnel participating in this work assignment. The work plan shall be due 21 days from the date of issuance of this work assignment.

(B) Development of a Quality Assurance Project Plan (QAPP)

The contractor shall develop a Quality Assurance (QA) Project Plan (QAPP) for assessing that the existing environmental information and data used meets quality criteria and addressing any uncertainty involved in completing the task.

Requirements for a QAPP can be found at <http://www.epa.gov/quality/qs-docs/r5-final.pdf>, Titled: EPA Requirements for Quality Assurance Project Plans EPA QA/R-5.

Guidance for implementing the requirements for a QAPP can be found at <http://www.epa.gov/quality/qs-docs/g5-final.pdf> or *Guidance for Quality Assurance Project Plans (G-5)*, titled: Guidance for Quality Assurance Project Plans (G-5) - December 2002, EPA/240/R-02/009. The contractor shall pay particular attention to guidance for projects using existing data, and non-direct measurements in EPA G-5. The QAPP shall state the requested technical services shall be conducted in

accordance with the contract's Quality Management Plan (QMP), and the project-specific QAPP.

Approval of the QAPP is required by EPA's WAM, PO and OWOW QA Officer, before the Contractor shall incur any billable costs relating to environmental data collection activity pertaining to this work assignment. If any quality assurance issues and/or problems occur, the Contractor shall notify the WAM, to discuss the method of resolution. The contractor shall report QA progress and difficulties encountered and any corrective actions, including method of resolution, in monthly progress reports.

Deliverables: The Contractor shall provide the following deliverables:

TASK	DELIVERABLES	DUE DATE TO EPA
Task 1: (A) Work Plan	The Contractor shall provide a Work Plan and Cost Proposal	Due 21 days after issuance of the work assignment
Task 1: (B) Quality Assurance Project Plan	The Contractor shall provide Quality Assurance Project Plan (QAPP)	Due 21 days after issuance of the work assignment

Task 2: Support the Development of the Gulf of Mexico Regional Ecosystem Restoration Strategy Implementation Action Plan

Following the delivery of its restoration strategy, the Task Force began its implementation phase. As part of implementation, the Task Force is further refining its restoration goals and establishing performance measures and milestones. The Task Force is preparing an implementation action plan and supporting documentation. It also intends to prepare a summary of, and response to, public feedback provided on a draft version of the implementation action plan. The Task Force will prepare related communication materials as well.

(A) Prepare Background Analyses

To support the development of the implementation action plan the contractor shall prepare background and supporting analyses. This may include, but is not limited to, an assessment of existing sources, documents, reports, comments and other materials to identify baseline conditions applicable to the goal areas identified in the Strategy document. It may include an economic impact analysis, for which the contractor shall gather existing information which includes, but is not limited to: the valuation of adverse impacts and losses incurred to date to the Gulf coast ecosystems; the costs associated with not doing restoration activities (continuing business as usual); and economic projections of the benefits of restoration actions, including the value of "green" jobs created in the restoration process. Assessments may include, but are not limited to, the methodology used in the review, sources reviewed, current conditions, options for the baselines for the various goals, and the identification of performance measures and milestones. Analyses may also include identification of gaps in the information that is available. Technical direction will be issued by the WAM that provides clarification for this task. The Contractor shall

provide a QA report with the final analyses. EPA anticipates up to three, although there may be fewer, analyses: a baseline/current conditions analysis; a benchmark/performance measures analysis; and an economic analysis.

(B) Support for Development of Implementation Action Plan

The contractor shall provide support in planning the development, drafting and revising, and formatting the final implementation action plan and any supporting materials, such as appendices or related documents that support the action plan. Prior to formatting the final document in the selected software, EPA anticipates multiple levels of review and revision of the draft document in a standard word processing format such as Microsoft Word or PowerPoint or other agreed upon format. Comments on each draft will be provided via technical direction by the EPA WAM. Once the document has been formatted, EPA anticipates two levels of review prior to its being finalized. Additionally, the contractor shall provide:

The contractor shall provide support in: planning for, writing, editing, designing, providing references for, and formatting the implementation action plan document and any supporting documents, including appendices or other documents created or used to support the implementation plan, including ensuring all documents comply with EPA style guidelines as laid out in the Stylebook for EPA Communication Product Standards

(<http://www.epa.gov/productreview/stylebook/index.html#background>) and Section 508 requirements. Additionally, , the contractor shall develop related communication materials that reflect a "look and feel" consistent with the Task Force and Strategy document "brand." EPA anticipates this may include, but is not limited to, brochures, fact sheets, displays, quick guides, FAQs, videos, or presentations. EPA anticipates two such communication products for the Strategy, a brochure and a presentation, that were begun under the previous WA 2-12, will be finalized and another 3-4 of these other related communication materials for the Strategy or Implementation Action Plan shall be developed.

(C) Other Editorial and Document Support

The contractor shall provide other editorial and document support as required by the WAM, which may include, but is not limited to, the following activities. EPA anticipates several document review processes, including multiple review processes managed by the Office of Management and Budget (OMB) and at least one public review and feedback period. Upon direction from the WAM, the contractor shall provide support with coordinating, compiling and tracking comments and requested revisions that are part of these review processes. This includes: comment analysis; setting-up a database to track comments and requested revisions; the disposition of the proposed revision; and the resolution of the revision. Additionally, EPA anticipates translating the document and other supporting documents into languages other than English. Upon written technical direction from the WAM, the contractor shall design and format these non-English documents to be consistent with the English version. EPA anticipates the possibility of translating implementation plan materials into two additional languages, Vietnamese and

Spanish. Formatting of non-English versions will involve the same level of effort as the final formatting of the English version; all versions shall have the same "look and feel."

Deliverables:

TASK	DELIVERABLES	DUE DATE TO EPA
Task 2 (A): Prepare Background Analyses	Upon written technical direction from WAM and copied to the EPA CO, contractor to provide background/supporting analyses for implementation action plan	Within one month of Task Force delegates meeting
	The Contractor shall provide a QA report with the final analyses.	At the time of delivery of the background/ supporting analyses
Task 2 (B): Support for Development of Implementati on Action Plan	The Contractor to provide preliminary implementation action plan document and all associated supporting documents, including appendices or other documents created or used to support the implementation plan, to EPA based on comments received from EPA WAM	Within one month of Task Force delegates meeting
	The Contractor to provide final, fully formatted version of final implementation action plan document and associated supporting documents, including appendices or other documents created or used to support the implementation plan, to EPA based on comments received from EPA WAM	Within one month of Task Force delegates meeting
	The Contractor to provide final, fully formatted versions of Strategy communication materials already begun under WA 2-12	Within one month of Task Force delegates meeting
	Upon written technical direction from the WAM and copied to the EPA CO, contractor to provide any related communication products for the strategy or implementation action plan	Within two months of the release of the implementation action plan
Task 2 (C): Other Editorial and Document Support	The Contractor to provide analysis support for review of public feedback and comments	Within one week of close of public feedback period
	The Contractor to provide preliminary, formatted version of the translated implementation action plan for public feedback and comment	Within 1 day of providing the translated documents
	The Contractor to provide final formatted version of the translated implementation	Within 2 weeks of providing the translated

TASK	DELIVERABLES	DUE DATE TO EPA
	action plan	documents

The Contractor shall provide a QA report with the final deliverable.

8. General Work Assignment Requirements:

1. Due Dates: The contractor shall notify the WAM in advance if a due date will not be met and request a revised date.
2. Draft Documents: The contractor is required to submit draft documents for WAM's review. Draft documents shall be prepared in an electronic format (MS Word, tif/gif, pdfPowerPoint). WAM will provide comments on draft submissions prior to submission of final documents.
3. Final Documents: The contractor shall submit final documents both electronically (MS Word, tif/gif, pdf, PowerPoint, or other specified format upon approval of the WAM) and in hardcopy as specified by WAM.

TRAVEL:

EPA anticipates face-to-face meetings with ERG principals as needed. Any travel chargeable to this work assignment shall be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the EPA Project Officer prior to travel taking place. EPA anticipates travel by two ERG contractor employees may be necessary two times to meet with Task Force staff and/or delegates in order to present on the work the contractor is doing for the Task Force, including the analyses and/or the implementation action plan work. Travel will be to Washington, DC to an EPA facility and EPA anticipates it will involve same day travel or one overnight. EPA anticipates local travel to EPA facilities for face-to-face meetings as needed.

CONTRACTOR IDENTIFICATION:

Contractor personnel shall clearly identify corporate affiliation at the start of any meeting. While attending EPA-sponsored meetings, conferences, symposia, etc. or while on a Government site, Contractor personnel shall wear a badge which identifies the individual as a contractor employee. Contractor personnel are strictly prohibited from acting as a representative of the Agency at meetings, conferences, symposia, etc.

SPECIAL CONDITIONS:

A. The contractor shall provide all materials written under these tasks to the EPA WAM, as per work assignment, in electronic form and hard copies of the final products. Electronic versions shall be in Microsoft Word and/or PDF, or another agreed upon format compatible with EPA's system capabilities.

B. The contractor shall provide signed copies of all consultant agreements for the experts required in support of this work assignment to the EPA Contracting Officer.

CONFIDENTIALITY:

Some of the work assigned under these tasks will be to draft, edit and review sensitive program and organizational information. The contractor shall not discuss the contents of the conference or workshop discussions with anyone that did not participate in those discussions.

NOTICE REGARDING GUIDANCE PROVIDED UNDER THIS WORK ASSIGNMENT:

Guidance is strictly limited to technical and analytical support. The contractor shall not engage in activities of an inherently governmental nature such as the following:

- (1) Formulation of Agency policy
- (2) Selection of Agency priorities
- (3) Development of Agency regulations

Should the contractor receive any instruction from the WAM that the contractor ascertains to fall into any of these categories or goes beyond the scope of the contract or work assignment, the contractor shall immediately contact the Project Officer or the Contracting Officer.